

DD/A Registry

File Personnel-11

DDA 76-5276

22 October 1976

MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : Minority Employment

REFERENCE : Memo dtd 17 Sep 76 to DDCI fr D/Pers,
same subj

The following is an update on the activities of the Coordinators of the Minority Employment Program.

1. On 20 September all Minority Employment Coordinators met, were given a list of outstanding minority files in their Directorates, and asked to make a decision on them as soon as possible. As a result, 87 files have been returned with an expression of no interest by the component. The Office of Personnel Minority Employment Coordinator is now reviewing those files to determine appropriate action.

2. At the 20 September meeting we also agreed that all minority applicants will be brought into Headquarters for employment interviews and the PATB test. We also stressed the Director of Personnel's authority to terminate any employee during the one-year probation period. STATINTL

STATINTL 3. On 5 October the Coordinators met with Drs. [] of the Office of Medical Services Psychological Services Staff to discuss the PATB test and the method used to identify qualified minority applicants. The meeting was extremely beneficial to all Coordinators.

4. The Deputy Director for Administration has requested a monthly status report on the effectiveness of the new approach to our minority employment problem.

5. On 1 October the Office of Personnel Coordinator formally assumed the responsibility for all minority applicant files. The following statistics are provided for the period 1 through 19 October: Six (6) applicants have been placed in process; ten (10) employment interviews have been arranged; eleven (11) new files have been received. Three (3) minority employees entered on duty during this period, and three (3) more are scheduled to enter on duty in November.

(Signed) F. W. M. Janney

F. W. M. Janney

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OP/RD, (21 October 1976)

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Next 1 Page(s) In Document Exempt

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DD/A Registry
File *Personnel*

DD/A Registry
76-4679

17 SEP 1976

MEMORANDUM FOR: Deputy Director of Central Intelligence
FROM : F. W. M. Janney
Director of Personnel
SUBJECT : Minority Employment
REFERENCE : Memo dtd 27 Aug 76 from DDCI re same subject

The following steps have been taken to implement the Minority Employment Program established by referenced memorandum:

1. Internal recordkeeping procedures for the control and location of minority applicant files have been established by the Minority Employment Coordinator for the Office of Personnel. Effective 1 October 1976 all minority files, which include all outstanding minority applications, will be the responsibility of the Office of Personnel's minority coordinator. Upon receipt of in-depth information on personnel and job requirements, we will refer candidates meeting these requirements to the office concerned.

2. On Monday, 20 September, all coordinators are meeting in the office of the Director of Personnel to implement procedures and establish guidelines for the handling of minority applicants in their respective offices.

3. All coordinators have been appointed. They are:

Deputy Director for Administration -
Mr. Michael Malanick

Deputy Director for Intelligence -
Mr.

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Deputy Director for Operations -
Mr. [REDACTED]

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Deputy Director for Science and Technology
- Mr. [REDACTED]

Office of Comptroller - Mr. [REDACTED]

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General Counsel - Mr. [REDACTED]

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Inspector General - Mr. [REDACTED]

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Legislative Counsel - Mr. [REDACTED]

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Audit Staff - Mr. [REDACTED]

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Office of Personnel - Mr. [REDACTED]

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We are encouraged by the initial enthusiasm that the program has generated. We have received phone calls from senior Agency officials commenting favorably on this new approach to our minority employment problem. It appears to be a workable solution.

/s/ F. W. M. Janney

F. W. M. Janney

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